



Putahi Poitarawhiti ki Otautahi

' Catch Netball's Challenge '

***JOB DESCRIPTION
REPRESENTATIVE TEAM MANAGER***

The position of Representative team manager is a pathway opportunity for all team managers wishing to further their managing careers and for those wishing to give back to the netball community at centre level.

Managing a team at Club, School or Centre level is not a pre-requisite for Age Group Centre Representative positions although some previous experience is preferred.

The applicant must:

- Complete Manager Application in full. Only applications received at closing date can be considered.
- Attend an interview for this position if required.
- Attend regular meetings prior to and after representative team trials
- Attend regular meetings and be an active member of the Centre's Representative Sub-Committee for the season appointed
- Attend a team manager development workshop/seminar/course during the season or similar activity.
- Respond to requests from CNC and its associated networks in a timely manner.
- Ensure continued updated information is obtained and distributed to all team management and players.
- Ensure all necessary paperwork for CNC, Canterbury Netball or NNZ is completed within required timeframes.
- Coordinate uniform allocation to players and team management, recording all player requirements and distribution of gear supplied by CNC by maintaining a register of all uniforms and equipment allocated to team.
- Ensure all players have paid representative contributions, clothing bonds to CNC BEFORE attending the first allocated team fixture/tournament.
- Coordinate the requirements of the team in conjunction with the Team Coach.
- Attend all trials and pre-trials selections to assist where required.
- Attend all tournaments/fixtures as advised during season.
- Submit tournament reports at conclusion of season.
- Submit representative team expenses reconciliation report at conclusion of season.
- Submit Manager's report at conclusion of Age Group Tournament/season.
- Ensure ALL uniforms allocated to players and team management are returned within 2 weeks following last tournament in a clean and tidy condition.
- Ensure that CNC is represented with integrity and sportsmanship.
- Attend a debrief interview/meeting when required.

Other Team Management staff:

Team Coach

Assistant or Co-Coach

Physio (for Age Group tournaments only)

This is a volunteer position. Travel and accommodation will be covered for each team management official to attend all fixtures and tournaments.

The position reports to CNC Administration Officer and Christchurch Netball Centre Executive. Functional relationships are with Co-Coach or Assistant Coach, CNC Representative Sub-Committee.

Job Purpose:

- To assist with the preparation of the representative team for participation in scheduled tournaments/fixtures.
- To monitor the health and wellbeing of the team players.
- To be responsible for management of all off-court arrangements, activities, events.

Primary Role:

- To encourage coach(s) with the preparation of agreed team for participation in scheduled tournaments and fixtures to achieve results and outcomes to the highest level of performance.
- To support coach(s) by ensuring all arrangements for travel, accommodation, eating and other associated arrangements are in place in conjunction with Administration Officer.

KEY TASKS

To assist at team trials

EXPECTED OUTCOMES

- Be conversant with CNC Selection Policy and Procedures ensuring all players receive fair and equitable game time.
- Maintain accurate records of trials court time and participation of players at all trials.

Responsibility for off-court arrangements

- Confirm training venues and times
- Ensure players have transport to and from trainings
- Advise players of commitment required for trainings and fixtures and obtain completed and signed commitment forms from team members.
- Receive and hold on behalf of CNC a uniform bond from each player which is returned at season end if all gear is returned in good clean wearable condition.
- Collect from all players the player contribution costs and keep a record of same.
- Be responsible for team administration and finance, time management, behavior, health and fitness.
- Liaise with CNC Administration Officer regarding accommodation and transport arrangements, equipment and uniform issue dates/times.
- Be responsible for meal preparation, rosters for duties, room allocation and all other matters pertaining to off-court arrangements at fixtures including room checks etc.

- Liaise with coaches regarding game procedures and pre-planning meetings etc.
- Ensure Fair Play philosophy of netball is abided by
- Ensure team is aware of expected behavior both on and off court.

Communication

- In conjunction with team and management set short and long term goals and expectations and record same ensuring all team members have copies of these decisions.
- Discuss with Team Coach any player causing concern prior to speaking with player directly – always ensuring a third person is present.
- Personal issues relating to players, eg – conduct, selection issues are to be discussed within team management, CNC Executive and must be treated as a matter of privacy.
- Ensure team selectors are kept fully informed of fixture dates and kept fully informed of team activities.

Media liaison and publicity

- Results are forwarded to Administration Officer within timeframe requested.
- Comments to media on Centre policies are not permitted at any time.
- Attend any functions, meetings or invitations in conjunction with the coaching appointment or which involve the team.
- Liaise with Team Manager and CNC Administration Officer re media reports to ensure team is given full publicity and profile before and after matches

Written Reports

Final report to be submitted within 30 days of final fixture and report to cover:

- Programme content
- Matches played and results
- Comments re fixtures and/or travel arrangements
- Other issues requiring comment.
- Attend any de-brief meeting called for that purpose as required

Act in the best interest of Christchurch Netball, at all times

- Ensure that Christchurch Netball, its members, sponsors or others associated with it are not brought into disrepute as a result of any actions or comments made by you or the team.
- Do not use your appointed position as a manager as an inducement or enticement for players to be drawn to any club or Centre team you may be involved with.
- Be conversant with Christchurch Netball Risk Management Policies & Procedures, Health & Safety Policies and all other current policies.
- Do not enter into any sponsorship arrangements or

arrangements to purchase equipment/clothing without first having obtained permission of CNC Executive.

- Be available to assist with other CNC requirements as requested

First aid requirement

Attend specific sports First Aid course as required to update sports injury knowledge during representative season.

PERSON SPECIFICATION

Qualifications:

Previous experience managing a representative or travelling sports team preferred

Previous experience attending a tournament and/or managing a premier/senior club team preferred

A current clean and full motor vehicle drivers licence is required.

Hold a current First Aid Certificate or equivalent.

Skills/Experience

A proven ability to manage players

Communication skills – oral and written communication skills must be of high standard

Proven time management and planning skills